

CLOTHING & TEXTILES SUPPLIER OPERATIONS DIRECTORATE (DSCP-FQ)

MISSION:

Acts as principal advisor and assistant to the Commander in directing the accomplishment of mission responsibilities to provide supply support of authorized activities in the areas of materiel management of assigned items and stock control; provides contracting and production support for all supplies and services assigned to the Defense Supply Center (DSC) for integrated material management; provides technical support of acquisition; provides quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items. Develops and implements policies and objectives relating to mobilization readiness exercise planning. Manages and implements supplier relationships and coordinates the efforts of DLA, the military services, and other DOD elements. Conducts data analysis and requirements planning for contracting initiatives. Develops customer support strategies, which are implemented through appropriate vehicles, such as Corporate Contracts, Virtual Prime Vendors, Strategic Material Sourcing, and Strategic Supplier Alliances. Participates with other offices in the identification and implementation of acquisition and electronic commerce initiatives to improve customer services. Center focal point for procurement strategic planning. Directs activities of Integrated Supply Teams in order to insure customer support in a cost effective manner in accordance with applicable laws and regulations.

FUNCTIONS:

1. Review forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. In conjunction with the Strategic Material Sourcing Group (SMSG), identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost
4. Conduct periodic reviews of supply management data to control and improve the supply position.
5. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
6. Work with Resolution Specialist for processing Report of Discrepancy (RODs).
7. Recommend termination of existing procurement actions when warranted.
8. Solicit bids, proposals, and quotations.
9. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
10. Conduct negotiations on price, type of contract, and other contractual provisions.
11. Award contracts, exercise options, and place purchase and delivery orders.
12. Perform contract management actions as noted below and as otherwise provided in the Defense Federal Acquisition Regulation Supplement (DFARS) and implementing guidance.
13. Issue contract modifications

14. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
15. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
16. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract
17. Identify the population of DLA-managed items that are of strategic importance to DLA and its war fighter customers.
18. Perform all product, customer, and supplier analysis to develop recommended sourcing strategies for NSNs (includes all market research and analysis.)
19. Create Purchase Request (PR) for Long Term Contracts (LTCs) for National Stock Numbers (NSNs) that cross Supply Chains/Integrated Supply Teams (ISTs) (MSG LTCs)
20. Evaluate (manual) MSG LTC
21. Award MSG LTC
22. Monitor supplier performance against MSG LTC
23. Monitor performance against recommended sourcing strategies
24. Conducts Supplier Relationship Management (SRM). The SRM function plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors).
25. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
26. Resolve supply support discrepancies.
27. Budget, obtain, allocate, and monitor resources.
28. Identify, develop, and analyze Key Performance Indicators (KPIs).
29. Develops criteria and specifications and to provide support to contracting and quality activities pertaining to technical preservation, packing, and marking of all assigned commodities.
30. Incorporates surge option clauses into all contracts to ensure readiness.
31. Plans with Industry to ensure capability exists to meet contingency/readiness requirements.

Product Management Data Initiative

MISSION:

Administers and executes the Supply Chain's Product Data Management Program. Serves as the focal point within the Supply Chain for all technical data required supporting the Supply Chain's missions and programs. Acts as focal point for all data entering and leaving the Supply Chain. Assures adequate Product Data Management and associated information technology is available to manage the engineering technical data for the Supply Chain.

FUNCTIONS:

1. Coordinates and manages off-site contracting for data management engineering/technical requirements.
2. Administers and manages the Product Data Management System (PDMS) Data Management processes.
3. Collaborates with DOD Repositories and Industry sources for the purpose of acquiring all engineering drawings and other technical data required by the Supply Chain, and attends Military Service Data Calls.
4. Provides telephone/email communications to military service repositories and industry on urgent data requirements in support of the Supply Chain's mission.
5. Utilizes, to the maximum extent possible, electronic means of exchanging technical data with the military services.
6. Initiates Engineering Support Request (DLA form 339) to the Engineering Support Activities for product data information such as technical data packages, Air Force ALC Form 760, 761, etc in support of the Aviation Supply Chain procurement process.
7. Prepares Contract Data Requirements List, DD Form 1423, in accordance with DLAR 4185.14 for all data purchased in support of Supply Chain's mission. Tracks deliverable data to ensure timely receipt.
8. Reviews all proposed procurement instruments for consumables, including MIPRs, which require data to be delivered by a contractor (except DAR, Section VII data); determines the adequacy, accuracy, and completeness of that portion of proposed procurement instruments reflecting the identification and display of deliverable data; prepares or reviews proposed modifications and comments concerning the foregoing.
9. Provides assistance during solicitation/award regarding contract technical data requirements.
10. Provides consultation and training to Supply Chain and contractor personnel concerning Product Data Management Programs.
11. Performs quality assurance of all technical data stored in the Product Data Management System (PDMS); improves the quality of technical data by using the PDMS editing capabilities; assures all data released to the PDMS permanent storage are indexed correctly to include rights determination, distribution statements, and government purpose licensed rights agreements.
12. Initiates corrective action for all identified technical data deficiencies for data in or to be placed in the DLA Central Repository, whether the identification is made within the office or elsewhere.
13. Establishes and revises bidsets used by the Supply Chain for acquisition process. Assures data is complete, legible, as well as, technically and dimensionally adequate.
14. Develops, maintains, and updates a bidset on Individual Repair Part Ordering Data (IRPOD).
15. Responds to PDMS customer inquiries on all phases of product data related procurement issues and/or channels customers to the correct forum, as appropriate.
16. Collaborates with Supply Chain to provide support for ongoing initiatives that require product data such as long-term contracts, Source Approval Request (SAR) packages, and Strategic Material Sourcing Group initiatives, Small Business Administration, and efforts.
17. Interacts and collaborates with industry sources to clarify DLA product data management support issues relating to on-going procurement actions.
18. Collaborates with DOD and Industry Repositories to identify DLA required Stable Base Drawings (Mylars).

19. Serves as liaison between DLA functional personnel and PDMS customers on issues and questions relating to product data and product data management.
20. Provides training and technical guidance on utilization of the PDMS. Evaluates PDMS performance and makes recommendations for improvement. Evaluates other systems that may or may not interface with PDMS and makes recommendations as to their usage.

FIELD CLOTHING DIVISION (DSCP-FQA)

AIRMAN BATTLE UNIFORM/ARMY COMBAT UNIFORM (ABU/ACU) IST (DSCP-FQAB) ACCESSORIES IST (DSCP-FQAC)

NAVY WORKING UNIFORM/MARINE CORPS UTILITY UNIFORM (NWU/MCCUU) IST (DSCP-FQAD)

MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recomputed, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.
6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
8. Approve return of customer excesses or authorize disposal.
9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including (Government Furnished Material (GFM,) to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.

14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .
17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
23. Process Materiel Return Program inquiries/messages.
24. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS and implementing guidance.

19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

Post Award

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties in a "cradle to grave" scenario, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

The Acquisition Specialists performing the contract administration (post award) functions may support only the items managed by that IST, or in cases whereby a group of Acquisition Specialists (Post Award) are together in an IST, may be responsible for contract administration of items throughout multiple ISTs, Branches or even Divisions. In some isolated instances, contract administration (post award) support may be utilized as a shared service within a Supplier Support Division.

Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with Service Level Agreement s (SLAs) and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other Inventory Control Point (ICP) elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve Quality Assurance (QA) problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.

10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.
22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

DRESS CLOTHING DIVISION (DSCP-FQC)

DRESS UNIFORMS IST (DSCP-FQCA)

OUTERWEAR IST (DSCP-FQCB)

DRESS SHIRTS / HEADWEAR IST (DSCP-FQCC)

NON-NSN IST (DSCP-FQCD)

MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recomputed, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.
6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
8. Approve return of customer excesses or authorize disposal.
9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including (Government Furnished Material (GFM,) to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .
17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
23. Process Materiel Return Program inquiries/messages.
24. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS and implementing guidance.
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20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.

25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

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1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with Service Level Agreement s (SLAs) and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality

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1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other Inventory Control Point (ICP) elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depos on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve Quality Assurance (QA) problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.

14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.
22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

ORGANIZATIONAL CLOTHING DIVISION (DSCP-FQB)
EXTREME COLD WEATHER CLOTHING SYSTEM (ECWCS) IST (DSCP-FQBA)
COVERALL / SPECIAL PURPOSE IST (DSCP-FQBC)

MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recomputed, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.

3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.
6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
8. Approve return of customer excesses or authorize disposal.
9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including (Government Furnished Material (GFM,) to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .
17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
23. Process Materiel Return Program inquiries/messages.
24. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.

8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS and implementing guidance.
19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

Post Award

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties in a "cradle to grave" scenario, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

The Acquisition Specialists performing the contract administration (post award) functions may support only the items managed by that IST, or in cases whereby a group of Acquisition Specialists (Post Award) are together in an IST, may be responsible for contract administration of items throughout multiple ISTs, Branches or even Divisions. In some isolated instances, contract administration (post award) support may be utilized as a shared service within a Supplier Support Division.

Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with Service Level Agreement s (SLAs) and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other Inventory Control Point (ICP) elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.

- e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve Quality Assurance (QA) problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.

22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

EQUIPMENT / TENTAGE DIVISION (DSCP-FQD)

INDIVIDUAL EQUIPMENT IST (DSCP-FQDB)

TENTAGE & SHELTERS IST (DSCP-FQDC)

HERALDICS IST (DSCP-FQDD)

MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recomputed, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.
6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
8. Approve return of customer excesses or authorize disposal.
9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including (Government Furnished Material (GFM,) to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.

14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .
17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
23. Process Materiel Return Program inquiries/messages.
24. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS and implementing guidance.

19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
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Post Award

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties in a "cradle to grave" scenario, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

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Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with Service Level Agreement s (SLAs) and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other Inventory Control Point (ICP) elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve Quality Assurance (QA) problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.

10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.
22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

SPECIAL EXTREMITY CLOTHING DIVISION (FQE)
FOOTWEAR IST (DSCP-FQEA)
CHEMICAL IST (DSCP-FQEB)
GLOVES / WET WEATHER IST (DSCP-FQEC)

MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recomputed, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.
6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
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9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including (Government Furnished Material (GFM,) to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .
17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
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Procurement (Acquisition)

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1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DFARS and implementing guidance.
19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
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23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.

25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
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Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.
2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with Service Level Agreement s (SLAs) and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other Inventory Control Point (ICP) elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depos on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve Quality Assurance (QA) problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.
11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.

14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.
22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

STRATEGIC MATERIAL SOURCING GROUP (SMSG) DIVISION (DSCP-FQG)

MISSION:

Strategic Material Sourcing Groups (SMSGs) are the principal organizations within DLA for developing Supply Chain execution strategy. The primary purpose of the SMSG is to develop and execute optimal sourcing strategies and approaches. SMSGs perform product, customer, and supplier analysis to develop recommended sourcing strategies for NSNs.

INDUSTRIAL READINESS BRANCH (DSCP-FQGA)

FUNCTIONS:

1. Examine the effectiveness of current sourcing approaches in terms of their ability to meet customer demand requirements and internal DLA goals.
2. Serve as focal point for industrial preparedness. Assure planned producers are on bidder's mailing list. Coordinate planning with current procurement and user activities. Provide technical advice and assistance. Conduct appropriate studies.
3. Provide input for the Annual Industrial Capabilities Report to Congress.

4. Assist ISTs in ensuring that surge and sustainment/readiness and other customer requirements are being met.
5. Review mobilization requirements, identify and select items for industrial preparedness planning, compute preparedness production requirements and determine the type and extent of planning to be conducted.
6. Evaluate industry capability; select planned producers; develop realistic production schedules and plans with industry.
7. Review negotiated production plans to assure reasonableness, accuracy, sufficiency.
8. Maintain pertinent preparedness requirements data, together with industry impact data and plans for conversion of preparedness production schedules to contracts.
9. Perform liaison with industry and trade associations to obtain maximum cooperation in the Industrial Preparedness Planning program.
10. Receive and account for War stopper funding.
11. Participate with readiness customers in identifying critical go to war items.
12. Analyze and evaluate pre-award surveys and contractor information for determining production capability and responsibility. Participate on survey teams as required. Act as focal point and provide technical guidance and liaison on production matters.
13. Point of Contact for all requests on surge/sustainment or industrial readiness issues that impact the C&T Supply Chain. Research requests, coordinate information with Acquisition IST's and provide feedback to the Director or Command as required.
14. Manage, maintain, and serve as C&T focal point for SPIDERS (Support Planning Integrated Data Enterprise Readiness) system. Capture industrial base capability, integrate critical logistical capability, and perform readiness analysis of data. Serve as focal point for industrial base. Use data to assist supply chain in requirements determination and advanced planning.
15. Analyze and evaluate surge, readiness, and mobilization supply chain functions including best practices, lessons learned, and effective multi-functional approaches to identify the best strategic sourcing decisions in developing recommendations.

ACQUISITION BRANCH (DSCP-FQGB)

FUNCTIONS:

1. Identify optimal sourcing strategies for groups of items.
2. Provide a strategic approach to managing supplier relationships.
3. Focal point for developing partnerships and establishing supply chain alliances with vendors who cross product lines in order to develop/improve long term relationships with those partners to ultimately improve customer support.
4. Identify potential candidate items for long-term contracting, family grouping or innovative contracting solutions. Discuss such groupings/solutions with industry, customers, and appropriate Acquisition ISTs, develop an appropriate strategy to maximize customer support at the least cost.
5. Point of Contact for all requests on procurement policy and procedure issues that impact the C&T Supply Chain. Research requests, coordinate information with Acquisition ISTs and provide feedback to Procurement Management Office.

6. Coordinate, plan, attend and serve in an advisory capacity on the C&T Acquisition Review Board.
7. Serve in an advisory capacity to the DSCP Acquisition Review Board.
8. Coordinate, track, update and report milestones, activities, issues and risks for items that are on the Commanders Watch List. Report on the processing of the acquisition to award as measured against established milestones. Keep current status of each acquisition and report corrective actions taken on acquisitions for which a milestone has been missed.
9. Coordinate, track, update and report milestones, activities, issues and risks for items that are on the C&T Watch List. Report on the processing of the acquisition to award as measured against established milestones. Keep current status of each acquisition and report corrective actions taken on acquisitions for which a milestone has been missed.
10. Oversee and monitor milestone tracking for acquisitions within C&T to ensure that awards are made in a timely fashion and that risks are mitigated in the event of untimely awards.
11. Monitor contract integrity and assure that findings of PMR (Procurement Management Reviews) are corrected through internal reviews of contract actions. Analyze and report finds to Director of Supply Operations (DSO) and Deputy Director of Supplier Operations (DDSO).
12. Serve as focal point for contractor support from Cherokee. Monitor performance and workload assignment.
13. Serve as focal point for Contractor Performance Assessment Reporting System (CPARS). Ensure that acquisition specialists understand requirements of the system and input data as required.
14. Manage Federal Procurement Data System – Next Generation (FPDS-NG) for the C&T Supply Chain. Input data for all contracts awarded in the supply chain. Analyze data and report findings as required for contracting goals or financial information.
15. Analyze and monitor workload assignment in the C&T Supply Chain. Recommends sourcing improvement potential based on procurement history and procurement requirements.
16. Identify and evaluate analytical assessment pertaining to the effectiveness and efficiency of current contracting methodologies to establish a baseline for proposing modifications to or recommending acceptance of new strategic sourcing approaches.
17. Perform contract functions for contracts awarded using Warstopper funding and other Industrial Readiness or Logistics programs. Functions include developing acquisition strategy, solicitation of requirement, negotiations, award, and post-award contractual actions.
18. Act as Program Manager for the Ecclesiastical Program. Oversee development of customer requirements, item planning, acquisition planning, and all contractual actions. Identify potential marketing opportunities for expansion of the program.
19. Analyze and evaluate acquisition supply chain functions including best practices, lessons learned, and effective multi-functional approaches to identify the best strategic sourcing decisions in developing recommendations.

LOGISTICS BRANCH (FQGC)

FUNCTIONS:

1. Act as Program Manager for the Apparel Research Network. Provide support for contracting, technology, information assurance and financial issues.
2. Act as Program Manager for the Virtual Prime Vendor (VPV) storage, distribution, and logistics contracts. Oversee and monitor complete supply chain integration, contracting, technology, information assurance, inventory receipt, and financial issues.
3. Serve as focal point to industrial base for questions concerning shipment requirements, RFID, or other information regarding shipments to VPV destinations.
4. Coordinate, track, update and report on VVM performance as it relates to Fill Rate metrics at the Recruit Training Centers.
5. Act as Program Manager for Army Direct Ordering (ADO) web-based logistics program. Identify and select items for the program, serve as central point of contact, monitor performance, and monitor information assurance.
6. Act as Program Manager for VIM-ASAP (Virtual Item Manager – Apparel Supply chain Integrated Processing). Provide training to both supply chain personnel and industry on the system and its functions.
7. Act as Program Manager for the Kentucky Logistics Operation Center (KYLOC). Identify and recommend items for the program. Examine other opportunities for expansion of the program to other customers.
8. Serve as a technical analyst/advisor in the assessment and development of key strategic sourcing program initiatives. Recommends new or proposes modifications to existing DLA sourcing strategies.
9. Serve as focal point for the Joint Regional Inventory Materiel Management (JRIMM) for C&T. Work with DLA to streamline the storage and distribution of materiel within a given geographic area for items that are part of the program.
10. Analyze and evaluate logistics supply chain functions including best practices, lessons learned, and effective multi-functional approaches to identify the best strategic sourcing decisions in developing recommendations.
11. Participate in seminars/conferences with industry, academia, and customers to enhance mission effectiveness.

SUPPLIER SUPPORT DIVISION (DSCP-FQS)

MISSION:

To identify and analyze gaps between materiel requirements and available industry capacity to develop strategies for readiness support. Supplier Support Divisions also are responsible for all Technical/Quality services, Value Management, analysis, allocation, and monitoring of resources, both personnel and financial. Supplier Support Divisions also serves as the interface between customers and the Supplier Operations Directorate concerning movement of stock, including incorrect quantities received, customer returns, and stock testing. Administers and executes the Supply Chain's Product Data Management Program. Serves as the focal point

within the Supply Chain for all technical data required supporting the Supply Chain's missions and programs. Acts as focal point for all data entering and leaving the Supply Chain. Assures adequate Product Data Management and associated information technology is available to manage the engineering technical data for the Supply Chain.

TECHNICAL BRANCH (DSCP-FQSA)

FUNCTIONS:

TDR (Technical Data Repository)

1. Establishes, maintains, and manages the repository of all technical data procured or otherwise acquired for use by the directorate.
2. Researches, identifies, retrieves, assembles, maintains, and distributes technical data.
3. Acquires technical data from DOD and industry sources.
4. Assures, prior to utilization, that technical data acquired/stored has complete dimensional and material information; has rights legends appropriately and accurately applied, legible, reproducible and the proper issue and quantity required; assigns applicable codes.
5. Provides, when requested by other functional areas, consultation and training to them and contractor personnel concerning the meaning and/or proper identification and display of the portion of procurement instruments reflecting data to be delivered by a contractor.
6. Initiates corrective action for all identified technical data deficiencies for data in or to be placed in the repository whether the identification is made within the office or elsewhere.
7. Controls and provides reproduction services for technical data stored within the repository.
8. Restores non-reproducible engineering drawings, as necessary.
9. Recommends automated methods for effective and economic use by the repository; implements automated methods.
10. Receives, stores, issues and executives follow-up on standard samples of cloth in support of component and end item testing.
11. Coordinates and manages off-site contracting for data management engineering/technical requirements.
12. Administers and manages the PDMS Data Management processes for the Clothing and Textiles Supplier Operations Organization.
13. Collaborates with DOD Repositories and Industry sources for the purpose of acquiring all engineering drawings and other technical data required by the Supply Chain, and attends Military Service Data Calls.
14. Provides telephone/email communications to military service repositories and industry on urgent data requirements in support of the Supply Chain's mission.
15. Utilizes, to the maximum extent possible, electronic means of exchanging technical data with the military services.
16. Initiates Engineering Support Request (DLA form 339) to the Engineering Support Activities for product data information such as technical data packages, Air Force ALC Form 760, 761, etc in support of the Aviation Supply Chain procurement process.
17. Prepares Contract Data Requirements List, DD Form 1423, in accordance with DLAR 4185.14 for all data purchased in support of Supply Chain's mission. Tracks deliverable data to ensure timely receipt.

18. Reviews all proposed procurement instruments for consumables, including MIPRs, which require data to be delivered by a contractor (except DAR, Section VII data); determines the adequacy, accuracy, and completeness of that portion of proposed procurement instruments reflecting the identification and display of deliverable data; prepares or reviews proposed modifications and comments concerning the foregoing.
19. Provides assistance during solicitation/award regarding contract technical data requirements.
20. Performs quality assurance of all technical data stored in the Product Data Management System (PDMS); improves the quality of technical data by using the PDMS editing capabilities; assures all data released to the PDMS permanent storage are indexed correctly to include rights determination, distribution statements, and government purpose licensed rights agreements.
21. Initiates corrective action for all identified technical data deficiencies for data in or to be placed in the DLA Central Repository, whether the identification is made within the office or elsewhere.
22. Establishes and revises bidsets used by the Supply Chain for acquisition process. Assures data is complete, legible, as well as, technically and dimensionally adequate.
23. Develops, maintains, and updates a bidset on Individual Repair Part Ordering Data (IRPOD).
24. Responds to PDMS customer inquiries on all phases of product data related procurement issues and/or channels customers to the correct forum, as appropriate.
25. Collaborates with Supply Chain to provide support for ongoing initiatives that require product data such as long-term contracts, Source Approval Request (SAR) packages, and Strategic Material Sourcing Group initiatives, Small Business Administration, and Integrated Supply Team efforts.
26. Interacts and collaborates with industry sources to clarify DLA product data management support issues relating to on-going procurement actions.
27. Collaborates with DOD and Industry Repositories to identify DLA required Stable Base Drawings (Mylars).
28. Serves as liaison between DLA functional personnel and PDMS customers on issues and questions relating to product data and product data management

Computer Aided Design (CAD)

1. Evaluates, maintains, drafts and develops master patterns for military clothing and equipage items.
2. Develops and drafts patterns for special measurement projects and orders.
3. Develops and performs minor modifications and recommends major modifications to military patterns.
4. Maintains and operates computer aided design equipment in the development, design and modification of military clothing and equipment items.
5. Reviews commercial industry developments for compatibility to Military Service requirements.
6. Comparison of Service requirements to recommend and incorporate appropriate levels of protection requirements.
7. Determines the need for product samples and oversees construction.
8. Provides technical guidance to government contractors.

9. Collaborates with all Service research activities in the development of modifications of military clothing design and conception of new or modified clothing items.

Standardization

1. Reviews technical information provided by the Service developers to determine adequacy for conversion to technical documents.
2. Review technical data packages, such as specifications, standards, studies, drawings, associated lists, data sheets, etc. for accuracy and consistency.
3. Coordinates technical issues for these documents with all interested DOD, Army, Navy, Air Force, Marine Corps, Coast Guard and other Federal agencies, as well as a representative segment of industry and appropriate DSCP elements.
4. Initiates and monitors standardization document actions.
5. Manages the DLA portion of the Defense Standardization and Specification Program DOD wide, pursuant to DOD standardization assignee activity responsibilities.
6. Prepares annually, in conjunction with participating activities, a program plan, as prescribed by DOD 4120.3-M, Defense Standardization for Assigned FSC.
7. Assists in the development and defense of standardization program resources requirements.
8. Identifies and defines standardization problems, including deficient and overlapping specifications.
9. Provides technical support to participate in, or to preside as the senior DOD representative at industry/military standardization meetings.
10. Assures that other interested DOD activities are informed of industry standardization action pertinent to the Defense Standardization and Specification Program via the program plan.
11. Identifies, schedules and monitors needed standardization projects in support of procurement, engineering and related activities.
12. Schedules and monitors needed standardization projects via the program and analysis support of supply management to perform item standardization reviews (including Item Reduction Studies, where cost effective) and assign item standardization codes reflecting decisions reached and maintain currency of the standardization status of items.
13. Makes recommendations for decisions on all aspects of standardization program planning, scheduling, and management on which agreement cannot be reached with or among the military services.
14. Recommends disposition of unreconciled differences involving the determination of a standard item or the technical substance of specifications or standards.
15. Seeks out commodities where better operational performance and improved supply support may be achieved through standardization.
16. Registers user activity interest in standardization documents in accordance with DOD 4120.3-M, when such registration will properly serve the DSC mission registers review activity interest when mission responsibilities cannot be satisfied as a user activity.
17. Accomplishes responsibilities of the Item Standardization Program as prescribed by 4120.9, Standardization Program (Item Reduction Element) Item Standardization Program, and DOD 4120.3-M.
18. Prepares an annual schedule of the estimated number of item standardization reviews to be performed in each Federal Supply Class (FSC) assigned for Integrated Material Management.

19. Prepares, coordinates and issues plans and instructions regarding special DOD standardization programs; such as, metrication, non-government standards usage, NATO Standardization, etc.
20. Recommends changes to DOD 4120.3-M, for improvement of standardization mission performance.
21. Prepares, coordinates and maintains the Acquisition and Distribution of Commercial Item Program.

Value Management

1. Plans, directs and supervises the mission of Value Management.
2. Serves as Directorate Value Engineering (VE) Program Manager.
3. Represents the Directorate in VE matters at conferences and meetings, intra and inter agency.
4. Develops directorate VE guidance, procedures and programs to implement DLA and Center policy.
5. Acts as directorate focal point for the savings thru Value Enhancement Program.
6. Administers and maintains the VE portion of the engineering support data base to be used in budgetary "fee-for-service" agreements with the military services.
7. Establishes and conducts VE orientations and training.
8. Encourages and promotes contractor participation in the VE Program.
9. Prepares budget to insure return on investment is commensurate with DOD/DLA goals.
10. Prepares annual VE Program Plan as prescribed by ONM Circular A-131 and annual VE Report, in accordance with DOD VE Strategic Plan.
11. Performs applicable functions specified in Annex A.
12. Serves as liaison to disseminate VE information to representatives of government agencies, industry and military services in support of the directorate's centralized procurement and materiel management mission for assigned proposals on clothing, textile, equipment and footwear items.
13. Initiates and develops in-house VE projects and studies.
14. Reviews technical data, including specifications, drawings, blueprints, to develop proposals and to insure documentation reflects approved Value Engineering Change Proposal (VECPs)/Value Engineering Proposal (VEPs) for use in acquisition documents and coordinates corrections/changes with research and development personnel of the applicable service and product services personnel.
15. Maintains contact with service Research & Development (R&D) personnel in order to exchange ideas, furnish additional information as requested, obtain samples and clarify problems on technical requirements for implementation of VECPs/VEPs.
16. Serves as liaison with Defense Contract Management Agency (DCMA) personnel to provide guidance and assist in verification of savings from VECPs and maintains documentation to support government's technical and cost evaluations for VE projects.
17. Monitors and arranges for timely processing of contract modifications to finalize VECP projects by initiating and preparing hard copy modification for all VECP actions including technical implementation, finalized savings, royalty payments and establishing the royalty sharing periods.
18. Maintains audit trail of procurement documents to support government actions concerning the processing of VECPs and government savings claimed.

19. Prepares and coordinates all correspondence pertaining to VE, coordinating with all ISTs, as required, as well as with Counsel (DSCP-G), on contractual matters.
20. Provides technical advice and assistance to develop proposals, furnish additional information and resolve problems on technical requirements for implementation of VECs/VEPS.

RESOLUTION BRANCH (DSCP-FQSB)

FUNCTIONS:

1. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
2. Develop constrained action plans identified in readiness support.
3. Participate in strategic supply chain planning meetings.
4. Execute system activities in support of supply planning.
5. Research problems related to supply planning, and make recommendations to supply planners for adjustments.
6. Resolve supply support discrepancies.
7. Coordinate with Defense Distribution Center (DDC) HQ and purchasing specialists to resolve supply discrepancies.
8. Coordinate with product specialists on quality discrepancies.
9. Coordinate with transportation management specialists on transportation discrepancies.
10. Coordinate with business analysts and financial supplier liaisons to resolve financial discrepancies. Financial supplier liaison is the DLA coordination point with DFAS on accounts payable discrepancies.
11. Coordinate with supply planners to resolve inventory discrepancies.
12. Coordinate credits and returns of items with Customer Account Specialist (CAS).
13. Monitors all activities related to the conduct and reconciliation of scheduled and special physical inventories of C&T wholesale stock under cognizance of DSCP and Service/Agency location reconciliation of stock.
14. Resolves rejected inventory transactions.
15. Processing capitalization and decentralization transactions.
16. Resolves discrepancies resulting from customer and distribution activity reports.

PRODUCT SERVICES BRANCH (DSCP-FQSE)

1. Interfaces with ISTs performing all product services (technical/QA) pre and post award functions.
2. Develops inspections and tests and appropriate sampling plans which the contractor must perform to demonstrate compliance to technical requirements, including packing, when such inspections, tests and sampling plans are not provided by the military services. Collaborates with other Center elements and military services, as necessary.
3. Determines place of inspection and acceptance where the government reserves the right to perform contract QA actions.

4. Provides requirements for First Article Inspection/Testing for use by Contracting Officers. Requests technical or engineering assistance when needed to determine product characteristics or testing parameters for First Article Tests from Engineering Support Activity (ESA) for First Article requirements described by the military services.
5. Determines quality verification inspection/testing requirements for inclusion in contracts.
6. Establishes product demonstration models (PDM) requirements in contracts. Technically evaluates PDMs and furnishes recommendations for Contracting Officers and source selection authorities.
7. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
8. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
9. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
10. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
11. Investigate, resolve, take corrective action, and respond to customer/depot complaints Product Quality Deficiency Reports (PQDRs) which report product or packaging quality deficiencies.
12. Establish, maintain, and use quality history data by item, contractor, and specification.
13. Identify and/or resolve QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
14. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing.
15. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers.
16. Provide technical/engineering assistance to perform item identification in the performance of item entry control functions.
17. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
18. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
19. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
20. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
21. Determine interchangeability and substitutability of items in support of the directorate.
22. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
23. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.

24. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
25. Provide technical support for provisioning as required by Provisioning Control Activity.
26. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
27. Obtain management data for submission with new item identifications.
28. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.
29. Develops or assists in the development of QA guidance, procedures and programs for assigned functions to implement DLA/Center policy.
30. Develops DLA specialized commodity training or technical guidance for field contract administration services and depot QA personnel.
31. Manages Product Verification Program (PVP) in support of warranty articles of directorate contracts, and random/directed quality audits.
32. Develops new item names, characteristics and catalog management data for introduction of new items of supply.
33. Maintains associated records; such as, the Federal Item Identification Guide (FIIG), National Inventory Record (NIR), assigning item codes prior to entry.
34. Revises item names and descriptive data as required ensuring continuing proper identification and description of standard items.
35. Performs technical review of proposed item names and characteristics data or delimitations as submitted by customers thru the Defense Logistics Information Service DLIS to DSCP for adequacy and potential use or impact on the directorate concept of standard items.
36. Develops a tool or technique for describing items which are not covered by specification requirements.
37. Develops or reviews a new item name and definition where numerous items are cited under one item name, to assure no duplicate items have been established.
38. Develops, revises, or reviews the FIIG, wherein numerous items are listed with varying characteristics when working on a precise identification.
39. Prepares analysis and evaluation of proposals indicating concurrence, non-concurrence, and justification for exceptions taken.
40. Accomplishes special projects and studies.
41. Develops descriptions in proper format, inclusion of all identifying data such as type of item.
42. Ensures that the name adequately and accurately describes the basic concept of the item.
43. Ensures the item identification in proper format in accordance with federal cataloging policies, assuring inclusion of significant factors, technical accuracy, and sufficiency and consistency of descriptive elements.
44. Reviews proposed new and revised specifications and standards to assure compliance with Federal Item Names Index and item descriptions for all National Stock Numbers (NSNs).
45. Reviews technical data packages for assigned products commensurate with industry technology, methods, operations and capabilities.
46. Conducts market surveys to determine commercial method suitability and accessibility, when applicable.

47. Determines type of technical document appropriate to item. Includes commercial item descriptions, non-government standards, military specifications and standards, statements of work and commercial purchase descriptions.
48. Coordinates with military services, including periodic meetings, to determine if user's needs are met.
49. Interfaces with industry organizations, user activities and other applicable elements.
50. Coordinates and acts to promote increased standardization.
51. Receives and converts engineering/design and acquisition data into documents, including Military Services Optional Uniform Program when the optional uniform document is the same as the issue document or when the acquisition of the item is done by DSCP.
52. Ensures that prepared documents are in accordance with current policies.
53. Maintains, revises, changes, converts and updates documents to reflect the requirements of the services (changes in technology, design changes or other requirements).
54. Develops and maintains item history files during revision cycles.
55. Maintains a central technical data file for each assigned item.
56. Coordinates with all military services' engineering support activities in the development or modification of technical data and prototype use test times.